

Duties and Procedures for Liturgical Ministers

Sacristan

Arrive 30 minutes before Mass begins

Get bowl for hand washing, change the water and put in on the radiator.

Turn on lights, put out microphones, check sound system, check condition of Church and Sanctuary.

Set out vessels, wine & altar breads.

Make sure if gluten free hosts are requested, that the hosts are placed in pyx in basket before Mass.

Check for offertory bags and make sure offertory baskets are ready.

Make sure sheets for names for the sick are on the desk with a pen for people to sign names.

Cut out Mass intentions in bulletin and post 1 copy on Sacristy bulletin board and one on the altar.

Make sure all positions are filled on Liturgical Ministers Sign in sheet and enough chairs are in the Sanctuary to accommodate all the Ministers.

Take care of collection

After Mass turn lights off & check condition of Church. Use carpet sweeper if necessary in sacristy

Close doors in front of Church, empty trash, turn off front foyer lights

Assist Liturgical Ministers and parishioners as needed.

Lectors

Please pray and reflect over the readings, using the Lector Workbooks, the night before Mass in order to proclaim the Word of God.

Please arrive 15 minutes before Mass and sign in on the Liturgical Ministers Sheet.

Please participate in the procession directly behind the altar servers.

Approach the altar, make a reverent bow and then go immediately to your assigned place to wait for the rest of the procession to finish.

If there are 2 Lectors:

Lector 1: will proclaim the 1st Reading & Psalm,

Lector 2: will proclaim the 2nd reading & the Prayers of the Faithful which includes the Prayers for the sick.

Extraordinary Ministers of the Eucharist/ Cup Bearer

Please pray and prepare your heart the night before Mass in order to serve your brothers and sisters with joy and humility.

Please arrive 15 minutes before Mass and sign in on the Liturgical Ministers Sheet.

If you are the Minister to the choir, check to see if anyone in the choir loft wants to receive before Mass begins.

Please participate in the procession directly behind the Lectors or you may come into the Sanctuary at Communion time. If you choose to sit in the Sanctuary please let the Sacristan know, so that enough seats are available.

If you are in the procession please approach the altar, make a reverent bow and then go immediately to your assigned place to wait for the rest of the procession to finish.

At Communion time you must use the hand cleanser before ministering to the congregation.

If you are the EM to the Choir, please walk reverently to the choir loft and then return to the Tabernacle if there are any consecrated hosts left.

All sacred vessels are purified by the Priest or Deacon Intern

Adult Altar Servers

Please pray and prepare your heart the night before Mass in order to serve at the altar with joy and humility.

Please arrive 15 minutes before Mass and sign in on the Liturgical Ministers Sheet.

Check with Sacristan about duties for altar servers.

You are responsible for helping the young altar servers to have the correct size alb, know what their duties are and give them subtle reminders during Mass.

Help them if they become distracted, patiently give example of the correct behavior, deal with any issues that come up during Mass, assisting with the processional cross when it is too heavy , but not taking any duty away that they are capable of doing.

Your role is to guide and instruct while they are learning

Altar Servers

Please pray and prepare your heart the night before Mass in order to serve at the altar with joy and reverence.

Please arrive 15 minutes before Mass and sign in on the Liturgical Ministers Sheet.

Find the correct size alb and receive instruction on what your duties will be for the Mass.

Please pay attention to the priest during Mass, so you will know when to respond.

Please no laughing or unnecessary talking while in the Sanctuary.

For unity in the Sanctuary we ask that all Liturgical Ministers remain with hands folded during the Our Father, (according to Liturgical rubrics only the Priest lifts his hands toward Heaven at this time).